

**CITY OF MANISTEE PLANNING COMMISSION
SPECIAL MEETING
70 Maple Street
Manistee, MI 49660**

**MEETING MINUTES
September 19, 2019**

A Special Meeting of the Manistee City Planning Commission was held on Thursday, September 19, 2019 at 7 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Wittlieff followed by the Pledge of Allegiance.

ROLL CALL

Members Present: Bob Slawinski, Michael Szymanski, Rochelle Thomas, Marlene McBride, Roger Yoder, Pamela Weiner and Mark Wittlieff

Members Absent:

Others: Kyle Storey (City Zoning Administrator), Mike Szokola (GIS/Planner 1), Rob Carson (County Planning Director) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

Motion by Commissioner Slawinski, seconded by Commissioner Thomas to approve the agenda as printed.

With a Roll Call vote this motion passed 7 to 0.

Yes: Szymanski, Slawinski, Yoder, McBride, Thomas, Weiner and Wittlieff

No: None

APPROVAL OF MINUTES

There were no minutes to approve.

PUBLIC HEARING

None.

NEW BUSINESS

None

OLD BUSINESS

Mr. Storey stated all Special Use Permits are to include the following: if parcel is sold the Special Use Permit must go with the parcel, all work must be completed as required, site must be developed to plan specifications, existing pole signs must be removed, all site plans using the word "proposed" must be changed to "install", sites with parking space changes must change parking calculations and resubmit for approval to the Planning Department as a non-substantive change, must have interconnections to neighboring parcels via easement on west and east side of parcel and agreements written into deed which allow for movement across property lines, site plans must then be resubmitted for parcels affected showcasing said connections for vehicular movement, soil erosion permits required thru Manistee County, all parcels to have fire suppression system, all parcels must have a knox box on the building for Fire Department entrance, SUP valid for 2 years as determined by Planning Commission, sign permits required through Planning Department with zoning approval finalized by Planning Commissioner agreement, applicant must schedule an appointment when work completed for Zoning Administrator approval, and provide digital CAD files and site plans to Planning Department and surveys to Equalization.

Public Comment:

Greg Vandrie, 22 Cottage Lane, His voiced concerns regarding parking lot lighting and the signs being placed near the roadway.

Staff stated the sign permits must be approved and must follow the sign ordinance. The lighting is per individual parcel plan.

The Planning Commission will vote on each permit individually.

1. 28 Arthur Street

Site specific stipulations; north side gravel area to be turned to green space, a north side drive at least 25 feet wide must connect to 30 Arthur Street parcel and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner Szymanski seconded by Commissioner Slawinski to approve 28 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

2. 32 Arthur Street

Site specific stipulations; relocate parking to south side of building, no parking located within easement portion of future interconnection, a 25 feet wide south drive on parcel must connect to 30 Arthur Street parcel, reconfigure dumpster as shown on work session map, remove small green space to combine to north and east parcels, place yield and

pedestrian signs as shown on work map and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner Szymanski seconded by Commissioner Slawinski to approve 32 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

3. 50 Arthur Street

Site specific stipulations; rotate dumpster for collection to match with neighboring parcels, loading zone to be placed on west side behind building, eliminate some parking spaces closest to east side near US-31, place yield and pedestrian signs as shown on work map and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner Yoder, seconded by Commissioner Szymanski to approve 50 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

4. 74 Arthur Street

Site specific stipulations; nothing specific besides what's been noted, and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner McBride seconded by Commissioner Slawinski to approve 74 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

5. 214 Arthur Street

Site specific stipulations; eliminate north drive and place curb cut at old north drive location, place dumpster parallel to building on the north side of parcel, south parking to

have front handicap vertical spacing parallel to building, remove asphalt to be replaced with green space and deeded easement recorded with County Register of Deeds.

Motion by Commissioner Slawinski, seconded by Commissioner Szymanski to approve 214 Arthur Street Special Use Permit with the specific site stipulations and the correction of "place curb cut" to state "eliminate north curb cut" and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

6. 24 Arthur Street

There were no other site-specific stipulations.

Motion by Commissioner Szymanski, seconded by Commissioner Thomas to approve 24 Arthur Street Special Use Permit which has no specific site stipulations except the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

7. 34 Arthur Street

Site specific stipulations; close curb cut on north end, connect green space to 48 Arthur Street parcel and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner Slawinski, seconded by Commissioner Yoder to approve 34 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

8. 48 Arthur Street

Site specific stipulations; rotate dumpster for collection to match with neighboring parcels and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner McBride, seconded by Commissioner Yoder to approve 48 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

9. 52 Arthur Street

Site specific stipulations; rotate dumpster for collection to match with neighboring parcels, place yield and pedestrian signs as shown on work map, add 25 feet wide driveway to northside of parcel to connect to north parcel and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner Thomas, seconded by Commissioner Slawinski to approve 52 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

10. 64 Arthur Street

Site specific stipulations; site is to be developed to specifications on the site plan, add 25 feet wide driveway to connect to north and south parcel and new deeded easement recorded with County Register of Deeds.

Motion by Commissioner Szymanski, seconded by Commissioner Yoder to approve 64 Arthur Street Special Use Permit with the specific site stipulations and the Special Use Permit stipulations listed above.

With a Roll Call vote this motion passed 7 to 0.

Yes: Slawinski, Szymanski, Thomas, Weiner, McBride, Yoder and Wittlieff

No: None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF

Mr. Storey will contact each applicant to inform them of the Planning Commission's decision. A memo will be put together regarding the decision made at this meeting and a timeline for

orders of operations moving forward. This information will be given to the City Council for their process of the permits. Different surveys will be looked at by staff in the near future.

MEMBERS DISCUSSION

The Planning Commission congratulated the applicants on their fine job of submitting their applications and welcomed the new business owners to the area. They congratulated the staff on their hard work and their efficiency of the process.

Nick Piedmonte, Traverse City, inquired about the timeline with the clerk's process and the city review on permits. Mr. Storey stated the memo will show some of this timeline.

Chair Wittlief requested a list of the Commissioners terms be made available at the next regular meeting.

ADJOURNMENT

Motion by Commissioner Yoder, seconded by Commissioner Slawinski to adjourn the meeting. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 7:34 pm.

MANISTEE PLANNING COMMISSION



Nancy Baker, Recording Secretary